

## MINUTE ENTRY DISTRIBUTION AGREEMENT

It is agreed upon by the undersigned firm and the Clerk of the Superior Court that the Clerk of Superior Court in and for Maricopa County will distribute by electronic mail, pursuant to Rule 58(e), Arizona Rules of Civil Procedure, copies of minute entries to the firm at the e-mail address listed below. The firm agrees to notify the Clerk of Superior Court of any changes in this e-mail address procedure according to the provisions of Rule 5.1(b), Arizona Rules of Civil Procedure, as it relates to updating the attorney's mailing address.

Additionally, the Clerk of Superior Court will continue to send the firm paper copies of minute entries for fifteen (15) days after the first electronic delivery of minute entries. After fifteen (15) days, the Clerk of Superior Court will discontinue sending paper copies.

It is understood that this Agreement can be revoked at anytime by providing written notice to the address listed below, indicating the desire to again receive paper copies.

This Agreement is between the firm and the Clerk of the Court, and covers all attorneys who are members of that firm. Only the Clerk's Office and the attorney who has signed this Agreement on behalf of the firm will be able to modify it.

Requirements to receive minute entries electronically:

- ◆ Existing e-mail must accept PDF formatted attachments;
- ◆ Acrobat reader is required to read PDF formatted e-mail;
- ◆ Only one e-mail address per Firm, Sole Practitioner
- ◆ E-mail address must be fifty (50) characters or less.

**Please attach a list of attorneys associated with your firm and their bar numbers to this Agreement so that the Clerk's Office can update their attorney database.**

If you should have any questions about receiving minute entries electronically, please contact the Clerk's Office Distribution Supervisor at 602-506-3283, Monday through Friday, 8:00 a.m. to 5:00 p.m.

DATE: \_\_\_\_\_

\_\_\_\_\_  
SIGNATURE OF **MANAGING  
PARTNER** OF FIRM

\_\_\_\_\_  
PRINTED NAME OF **MANAGING  
PARTNER** OF FIRM

\_\_\_\_\_  
Firm Name

\_\_\_\_\_  
E-Mail Address (50 characters or less)

\_\_\_\_\_  
Mailing Address

\_\_\_\_\_  
Phone Number/Fax Number

**Please sign and return or fax this form to:**

Distribution Center  
Clerk of the Superior Court  
201 W. Jefferson  
Phoenix, Arizona 85003  
Fax: 602-506-6690